

Role description for a Group Scout Leader



Item Code FS330063 Date April 2011 Edition no 3

0845 300 1818

About this factsheet

This factsheet will help those currently in the role of Group Scout Leader, provide information for those considering the role and also assist those managing the appointment process. It contains the following:

1. An outline role description. This will help to provide an overview of the role and its priorities. It describes what the role should achieve without going into detail.
2. A person specification. You can use this to help identify the skills required for the role, the training that may be required to carry out the role successfully and to select someone for the role.
3. A detailed description of the role. This will help you and your line manager explore the role so that you can agree how it will be carried out, what the priorities and responsibilities are and agree a training and development plan.

The detailed role description is based on the six areas of leadership and management that The Scout Association believes are required to motivate other adults and provide excellent Scouting in your community. These are:

1. Providing direction
2. Working with people
3. Achieving results
4. Enabling change
5. Using resources
6. Managing your time and personal skills

Further information about leadership and management can be found at www.scouts.org.uk/managers

How to use this factsheet

Every Scout Group is different and every Group Scout Leader is different. This factsheet is intended to be a starting point for agreeing what is needed for the Group at this point in its development. It should also be used as the basis for mutually agreeing how the role will be carried out and how responsibilities will be allocated (for instance in a role share) or delegated to an assistant.

That's why it is not intended that this whole factsheet is to be given to a current role holder or potential candidate. District Commissioners should adapt this information so it best fits your current situation, taking into account whether you are reviewing a current role holder, looking for a new Group Scout Leader or agreeing the role with a new person. For instance you may wish to give only the outline role description to someone considering the role, providing more information and detail as they require it.

But do make sure you (or the Deputy District Commissioner, if that's appropriate) agree a role description with a new Group Scout Leader. That way, in the future, you can both review how the role is going.

Please use this factsheet as the starting point for this agreement and be prepared to make mutually agreed changes if necessary. After reviewing the responsibilities here, you might think it's a good idea to delegate tasks to other members of the Scout Group team – it may be appropriate to appoint an Assistant Group Scout Leader.

The Scout Information Centre

Gilwell Park Chingford London E4 7QW Tel + 44 (0)20 8433 7100 Fax + 44 (0)20 8433 7103 email info.centre@scouts.org.uk www.scouts.org.uk

Outline role description

Title: Group Scout Leader

Outline: To manage and support the Scout Group and its Leaders to ensure it runs effectively and that Scouting within the Group develops in accordance with the rules and policies of The Scout Association.

Responsible to: District Commissioner (or deputy if appropriate).

Responsible for: All adults working in the Scout Group.

Main contacts: Section Leaders and their leadership teams in the Group, parents/carers of the young people in the Scout Group, Group Executive Committee members, sponsoring authority of the Group (if applicable), Group Scout Active Support Manager, District Commissioner, Deputy District Commissioner(s), other Group Scout Leaders in the District, County/Area/Region (Scotland) Commissioner.

Appointment requirements: Must complete the relevant training (a wood badge) within three years of taking up the role. Must be eligible for charity trustee status (as a member of the Group Executive Committee).

Main tasks:

- Ensure that the Scout Group thrives and has the best systems in place to support adult volunteers and develop the Group – including a Group Executive Committee and Section leadership teams.
- Provide line management and support to the Leaders in the Scout Group, including setting objectives for their work and holding regular reviews and one-to-one meetings.
- Ensure that the Scout Group has an adequate team of supported and appropriate adults working effectively together and with others to meet the Scouting needs of the area.
- Ensure that a challenging, exciting and balanced programme is offered to young people in the Scout Group.
- Work with the District Commissioner, Deputy District Commissioner(s) and other Group Scout Leaders in the District to ensure that the District thrives and supports Scout Groups.

Some of the tasks for which the Group Scout Leader is responsible may be delegated to others in the Group, including an Assistant Group Scout Leader, if appointed.

Person specification

Knowledge and experience	Essential/Desirable
Ability to manage adults effectively	Essential
Understanding of the challenges of working in the voluntary sector	Desirable
Experience of working with young people and/or community work with adult groups	Desirable
Experience of working in the Scout or Guide Movement as an adult	Desirable
Skills	Essential/Desirable
Excellent written and oral communication skills	Essential
Provide advice and guidance effectively to others	Essential
Provide inspirational leadership for the Group	Essential
Build, maintain and facilitate effective working relationships with a wide range of people	Essential
Enable others to identify issues, clarify objectives, develop attainable objectives and gain the necessary skills and confidence to work as an effective team	Essential
Ability to negotiate compromises	Essential
Plan, manage and monitor own tasks and time	Essential
Construct and implement long-term plans that improve and expand the Scouting offered to young people and identify any training, resources and other needs required to undertake this work	Essential
Use basic computer software	Essential
Personal qualities	Essential/Desirable
An understanding of the needs of adult volunteers	Essential
Flexible approach	Essential
Self-motivated	Essential
Able to work as part of a team and promote good teamwork	Essential
Resourceful, energetic and enthusiastic about the job	Essential
Acceptance of the fundamentals of the Scout Movement	Essential

Detailed description of the role

The role of Group Scout Leader is based around six key areas of leadership and management.

1. Providing direction – as an effective Group Scout Leader you will be required to:

- Lead by example to promote a co-operative culture of working in the Group.
- Create a vision for the future development of the Group that takes into account the strategic objectives of The Scout Association and the plans for your District.
- Develop a plan to realise the vision for the Group, implement and regularly review it.
- Provide leadership, inspiration and motivation for all adults volunteering in the Group.
- Ensure that everyone in the Group follows the policies and rules of The Scout Association.
- Carry out regular one-to-one meetings and support adults who report directly to you.

2. Working with people – as an effective Group Scout Leader you will be required to:

- Develop good working relationships based on trust and Scout values with adults in the Group and with others in Scouting.
- Plan for and ensure that suitable adults are recruited to work in appropriate roles in the Group.
- Manage and support the adults in the Group – including allocating tasks and reviewing their progress.
- Support adults in the Group to develop by: completing formal training requirements, learning on the job, trying out new skills and addressing problems affecting performance.
- Build a team spirit in the Group and support the development of the team as a whole.
- Address conflict as it occurs within the Group and reduce the likelihood of it happening through good communication and other methods.
- Run effective Leaders' Meetings in the Group and participate fully in the Group Executive and District meetings.
- Ensure that adults in the Group perform to agreed standards and if serious problems occur, that correct procedures are followed in consultation with the District Commissioner.
- Carry out effective reviews and re-assign or retire people if necessary.
- Build and maintain collaborative relationships with other relevant organisations in the Group's local area.

3. Achieving results – as an effective Group Scout Leader you will be required to:

- Satisfactorily complete projects in the Group for which you are responsible.
- Satisfactorily resolve problems and issues raised by adult and youth members of the Group and by parents or carers of youth members in the Group.

4. Enabling change – as an effective Group Scout Leader you will be required to:

- Encourage adults in the Group to think of new and creative ways to improve the Group.
- Be enthusiastic about new ideas, give constructive feedback on those ideas and encourage and support further work on them.
- Carry out plans to implement change, working together with all members of the Group.
- Recognise the contribution of others towards change and improvement.

5. Using resources – as an effective Group Scout Leader you will be required to:

- As part of the Executive Committee, manage the Group's budget.
- As part of the Executive Committee, ensure that there is an adequate income for the Group including identifying other income sources such as grants.
- Work with the Executive Committee and Leaders to ensure that the Group's meeting place and equipment are safe and that adult volunteers act in a responsible manner.
- Work with the Section Leaders and the Executive Committee to ensure that the Group has sufficient physical resources to support the programme.
- Work with adults and youth Members to minimise the negative impact and maximise the positive impact that the Group has on the environment.
- Make decisions about all matters within the Group based on the best available information.
- Ensure that all adults in the Group have the right information provided in a timely manner and in the most effective way.

6. Managing your time and personal skills – as an effective Group Scout Leader you will be required to:

- Agree realistic goals and targets with the District Commissioner for the development of the Scout Group that work towards The Scout Association's strategic objectives.
- Ask other adult volunteers for feedback about how you carry out your role and act on it.
- Regularly check how you use your time and identify possible improvements so that you focus on the goals and priorities that you have agreed with the District Commissioner.
- Identify the skills and knowledge that you need to develop or improve and the steps you will follow to do so.
- Attend National, Regional, County/Area and District Group Scout Leader meetings, workshops and events.